

# Laila Bartlett

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## EDUCATION:

### University of Colorado Boulder – Leeds School of Business

Expected May 2027

*B.S. in Business Administration with an emphasis in Business Analytics and Information Management*

*Boulder, CO*

*Minor in Creative Technology and Design (CTD)*

- **GPA 3.402**
- End the Gap Scholarship Recipient | Awarded for outstanding academic achievement and commitment to advancing gender equity in business through active participation in the Leeds Gender Equity Program.
- Semi-Finalist | Fall 2023 Communication Strategy Case Competition.
- Relevant Coursework: Design Foundations, Ethical Design in the Digital Society, Accessible Web Design

*Business & Engineering Women in Technology (BEWiT) Scholar*

- Cultivate interdisciplinary expertise by fostering collaboration and mentoring peers in a selective two-year leadership and scholarship program for top undergraduate women in business and engineering.
- Design innovative, data-driven solutions that integrate technical tools with business strategy, artificial intelligence (AI), and automation to earn recognition as a hackathon finalist.

## WORK EXPERIENCE:

### Leeds School of Business

April 2024 to Present

*Welcome Desk Associate*

*Boulder, CO*

- Deliver exceptional customer service by promptly addressing 30+ daily inquiries from students, staff, and visitors, demonstrating strong organizational and business process awareness.
- Leverage AI integration tools to summarize lengthy email chains and autofill routine responses, increasing efficiency when managing high volumes of requests, enabling faster, more accurate communication with all stakeholders.
- Optimize space utilization and scheduling efficiency by strategically coordinating 50+ weekly bookings for building rooms, collaborating effectively with staff and student groups to support operational needs.

### C Burger

April 2025 to August 2025

*Server* *Boulder, CO*

- Managed service to 20+ tables per shift by efficiently coordinating with kitchen and staff, showcasing strong multitasking and collaborative skills.
- Ensured timely and accurate delivery of orders by proactively addressing delays, verifying details, and maintaining clear communication between team members.

## LEADERSHIP AND ACTIVITIES:

### Alpha Kappa Psi – Professional Business Fraternity

August 2023 to Present

*Secretary, Design Chair*

*Boulder, CO*

- Perform data cleansing and create visualizations to deliver clear, accurate insights on 120+ member records, making executive decision-making more efficient and improving chapter operations.
- Utilize data management tools to implement data validation and process improvements, accurately recording member participation across 10+ events per month and ensuring reliable reporting.
- Combined visual design principles with data analytics to lead marketing campaigns, translating insights into creative assets that improved efficiency, met strict deadlines, and boosted recruitment turnout by 20%.

### Association of Latino Professionals for America (ALPFA)

August 2025 to Present

*Founding Member*

*Boulder, CO*

- Participate in monthly professional development workshops focused on topics such as resume building, interview skills, and financial literacy.
- Engage with a diverse community of peers and professionals to strengthen cultural and professional awareness.

## SKILLS AND INTERESTS:

**Technical:** Alteryx, SQL, R, CSS, HTML, JavaScript, Adobe Creative Cloud, Figma, Typeform, Microsoft Office.

**Professional Certificates:** Alteryx: Designer Core, Google Coursera: Foundations of UX Design.

**Interests:** International travel, live music, animation and rotoscoping, backpacking, ramen.